



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Albuquerque Area Indian Health Service
5300 Homestead Road, N.E.
Albuquerque, New Mexico 87110

DHR-AN-01-05

DATE: July 30, 2001

TO: Division Directors, AAIHS, NAIHS
Chief Executive Officers, AAIHS, NAIHS
Attention: All Supervisors

FROM: Director, Division of Human Resources
Albuquerque Area Indian Health Service

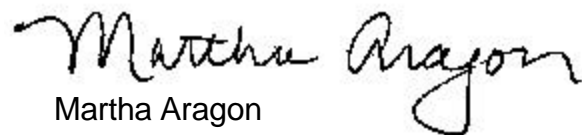
SUBJECT: Guidance on Documenting Employee Conduct and Performance

This memorandum serves as the annual reminder to supervisors on guidance for documenting employee conduct and performance. The attached form was developed as a tool to assist supervisors in documenting subordinate employees' conduct and performance. Often employees perform outstanding accomplishments and/or significant work that should not be forgotten. This form will assist you to document and record an event of this nature in order to ensure that your employee receives proper credit.

Employees will occasionally demonstrate conduct or performance that is not acceptable. When this misconduct or performance deficiency occurs, this form may be used to document the incident. This document serves as a record of the incident, discussion with the employee, as well as a record of recommendations or follow-up action. When employees need to be informed that their conduct or performance is not acceptable, this can be used as a record of your counseling with them.

Use of this form is optional. It is provided only as a tool to assist supervisors in taking corrective action or to recognize positive work when the need arises. A copy of this form is available on-line at the Division of Human Resources website www2.ihs.gov/aaodhr.

If you have any questions, please contact Vince Lujan, Ernestine Overfield, Division of Human Resources, at (505) 248-4510, or your local Human Resources Office.


Martha Aragon

Attachment

cc: Administrative Officers
Health Center Directors
Administrative Liaison, National Programs
Executive Officer, Nashville Area IHS

REPORT OF CONDUCT/PERFORMANCE INCIDENT

Note: Significant conduct/performance incidents of an employee (both satisfactory and unsatisfactory) should be recorded, shared with the employee, and filed in the employee's file, maintained by the supervisor.

1. NAME OF EMPLOYEE _____ DEPARTMENT _____

2. _____
Date of Incident Date Discussed with Employee Date of this Report

3. DESCRIPTION OF THE INCIDENT (Identify conduct or performance)

4. EMPLOYEE COMMENTS

5. SUPERVISOR COMMENTS (recommendations, plans for employee development, etc.)

Note: The incident should be discussed with the employee as soon as possible after the incident occurred. The employee should be given an opportunity to write down his/her comments. After the supervisor has completed Item 5, he/she signs and dates this form. The employee also signs and dates this form and is given a copy.

Date SUPERVISOR _____
Signature

Date EMPLOYEE _____
Signature